

PART ONE

I.	PROGRAM INTRODUCTION	5
II.	BACKGROUND	5
	A. TEEN PREGNANCY	5
	B. MALE INVOLVEMENT IN TEEN PREGNANCY PREVENTION	6
III.	PROGRAM INFORMATION	8
	A. ELIGIBILITY REQUIREMENTS AND GEOGRAPHIC AREAS OF FOCUS	7
	B. IMPORTANT DATES	8
	C. APPLICANTS' CONFERENCES	9
	D. QUESTIONS REGARDING THIS RFA	9
10	E. MANDATORY LETTER OF INTENT TO APPLY	
10	F. AVAILABILITY OF FUNDING	
11	G. FUNDING SCOPE AND TIME PERIOD	
11	H. PROGRAM FUNDING	
11	I. PROSPECTIVE PAYMENT	
11	J. CONDITIONS FOR APPLICATION	
	K. CONTRACT AWARD PROCESS	13
	L. APPEALS PROCESS	14
IV.	PROGRAM GOALS AND OBJECTIVES	14
	A. GOAL	14
	B. OBJECTIVES	15
V.	ELEMENTS OF MALE INVOLVEMENT	15
VI.	Description Of Program Strategies And Components	16
	A. PREVENTION EDUCATION SERVICES	14
	1. PURPOSE	15
	2. OBJECTIVES	17
	3. KEY COMPONENTS	17
	4. USE OF CURRICULUM	18
	B. COMMUNITY MOBILIZATION	19
	1. PURPOSE	17
	2. OBJECTIVE	19
	3. KEY COMPONENTS	19
	C. YOUTH LEADERSHIP DEVELOPMENT	20

1.	PURPOSE	20
2.	OBJECTIVE	20
3.	KEY CONCEPTS	20
D.	INSTITUTIONALIZATION OF MALE INVOLVEMENT PROGRAMS	21
1.	PURPOSE	21
2.	OBJECTIVE	21
3.	KEY COMPONENTS	22
E.	GUIDANCE AND REFERRAL	22
1.	PURPOSE	22
2.	OBJECTIVE	22
3.	KEY COMPONENTS	22
F.	YOUTH/ADULT PARTNERSHIPS	23
1.	PURPOSE	23
2.	OBJECTIVE	24
3.	KEY COMPONENTS	24
G.	COMMUNITY AWARENESS OF MALE INVOLVEMENT	24
1.	PURPOSE	24
2.	OBJECTIVES	24
3.	KEY COMPONENTS	23
H.	LINKAGES WITH CLINICAL SERVICES	26
1.	PURPOSE	26
2.	OBJECTIVE	26
3.	KEY COMPONENTS	26
VII.	EVALUATION REQUIREMENTS	27
VIII.	TRAINING AND TECHNICAL ASSISTANCE	27
IX.	TRAINING AND ROUNDTABLE MEETING REQUIREMENTS	28
X.	APPLICATION REVIEW AND SELECTION PROCESS	28
A.	APPLICATION SUBMISSION INSTRUCTIONS	28
B.	APPLICATION REVIEW AND SELECTION	29
C.	COMPLIANCE REVIEW	29
1.	APPLICATION REJECTION	29
2.	PROPOSAL EVALUATION	29
3.	PERFORMANCE REVIEW	29
4.	FUNDING CONSIDERATION	30
5.	FINAL SELECTION	30

D. CONTRACT AWARD PROCESS.....30

PART TWO

I. Application Process	28
A. Instructions For Completing Application.....	30
1. 1. COVER SHEET (ATTACHMENT 5)	31
2. 2. PROJECT PROFILE (ATTACHMENT 6)	31
3. 3. TABLE OF CONTENTS (TO BE DEVELOPED BY APPLICANT)	31
4. 4. APPLICANT CAPABILITY (NOT MORE THAN THREE (3) PAGES FOR NARRATIVE, EXCLUDING ORGANIZATION CHART, JOB DESCRIPTIONS, BOARD MEMBER ROSTER, AND INFORMATION ON	
5. COLLABORATING AGENCIES)	31
5. DESCRIPTION OF PROGRAM STRATEGIES (NOT MORE THAN 15 PAGES).....	32
G. Computer And Health Education Equipment Will Be Considered For Funding Under This Project. A Detailed Justification Will Need To Be Provided Indicating Why New Computer Equipment Will Be Needed For This Project. Equipment Is An Item With A Unit Value In Excess Of \$500 And A Life Expectancy Of At Least Four Years. Funds Cannot Be Used For The Purchase Of Food Or Beverages.	37
3. Total Costs = Personnel + Operating Expense And Equipment (Oe&E).....	37
C. SUBMISSION REQUIREMENTS	38
D. REVIEW AND SELECTION PROCESS	39
6. A. INTAKE REVIEW	39
7. B. TECHNICAL EVALUATION.....	39
8. C. COMPLIANCE REVIEW	40
9. D. CONTRACT AWARD PROCESS	40

I. Program Introduction

The California Department of Health Services, Office of Family Planning (OFP) announces the availability of funding for the Male Involvement Program (MIP), a three year program beginning fiscal year (FY) 1999-2000 through (FY) 2001-02, subject to the annual appropriation of funds by the Budget Act. The MIP is part of a broader effort in California to reduce teen pregnancies through the Partnership for Responsible Parenting (PRP).

The intent of the MIP is four-fold and is designed:

- A. To increase knowledge, skills, and motivation of at-risk adolescent boys and young adult men in order to actively promote their role in reducing unintended fatherhood teen pregnancies, and out of wedlock births.
- B. To strengthen the abilities of young men to assume leadership roles in their communities to promote male involvement in the prevention of teen pregnancy.
- C. To expand the mainstreaming and institutionalization of male involvement messages within organizations, agencies and the communities.
- D. To increase community and individual awareness regarding the importance of the roles and responsibilities of adolescent boys and young adult males in the prevention of unintended fatherhood and teen pregnancies and to reinforce community norms and values that support these roles.

The purpose of this Request for Application (RFA) is to solicit applications from public or nonprofit agencies to develop local programs to address the goals of the MIP. Applicants must be agencies who can provide community based information, education, guidance and support services, and leadership development for adolescent boys and young adult men who are at risk for unintended fatherhood, and to actively engage them in the prevention of teen pregnancy.

This RFA contains information about the nature of the MIP, application requirements, procedures, and other relevant information.

II. BACKGROUND

A. TEEN PREGNANCY

Teen birth rates in California and the nation began to rise in the mid-1980's, after a period of steady decline. Between 1980 and 1992, the birth rate among California teens rose by over one-third, from 52 to 71 births per 1,000 women age 15 to 19. However, recent data indicate that California is making significant strides in reducing the number of births to teenagers. In 1997 there were 61,107 births to teens (age 19 and younger) in California. This accounts for 3,500 fewer births to teens than in 1996 and nearly 10,000 less than 1990. This marks a 23 percent reduction in teen births since 1990. The drop in birth rates for 15-19 year olds was nearly three times larger than the decrease reported for the United States for the same year. For 10 –14 year olds, the rate of births decreased 15.4 percent in 1997 when compared to 1996 rates. The overall reduction in the number of births in 1997 was found in all racial and ethnic groups in the state with the exception of American Indians.

Risk factors for adolescent pregnancy can be divided into three categories: 1) structural, which includes income, and education, 2) family makeup including household members and guardianship; and 3) individual characteristics, such as school performance, personal aspirations and societal norms. The most commonly cited predictors of teen pregnancy in research include poverty, low academic achievement, poor basic employment skills, drug or alcohol use, history of foster care placement, daughter or sister of a teenage mother, living in a single parent household, parents with low educational level, and history of sexual abuse.

Birth rates for Latina and African-American teens are almost triple that of White and Asian and Pacific Islander teens. However, research also shows that when educational performance and poverty status are controlled, racial differences in adolescent pregnancy rates among White, African-American and Latina adolescents disappear, implying there is no predisposition to early childbearing among any specific ethnic or racial group. This is consistent with research reviewed by the National Academy of Sciences, which suggests that teens' decisions about sexual activity and contraception are tied closely to their aspirations and to their perceptions of the opportunities available to them.

The costs of teen pregnancies in California are enormous. State and Federal costs for TANF, Medi-Cal, and Food Stamps are estimated to be between five and seven billion dollars a year for California families that began with a teen birth. The problem of teen pregnancy clearly demands the provision of broad-based pregnancy prevention strategies.

In response, California and the Department of Health Services launched an aggressive campaign in 1996 to address the need to reduce teen and out-of-wedlock pregnancies. The initiative, the Partnership for Responsible Parenting (PRP), is multi-faceted and includes a statewide media campaign, the Community Challenge Grants Program, the California Mentor Initiative, the Statutory Rape Vertical Prosecution Program and the Male Involvement Campaign. Additionally, access to family planning services was significantly expanded through the Family PACT (Planning, Access, Care and Treatment) Program in the Office of Family Planning. This RFA focuses on community-based interventions referred to as the Male Involvement Program (MIP).

B. MALE INVOLVEMENT IN TEEN PREGNANCY PREVENTION

Research on males and sexual responsibility indicates that generally males know less about sexuality, contraception, and pregnancy than females. This may be due to the fact that traditional sexuality education and family planning programs have focused almost exclusively on females. However, data collected from the Male Involvement Program indicates that young men often do not wish their partners to become pregnant and believe contraception is the responsibility of both male and females. Thus, research and experience point to the need to develop and implement teen pregnancy prevention strategies that are male focused. Males are interested in learning how to prevent unwanted pregnancies.

In 1997, birth record data from the California Department of Health indicated, almost 9 percent, (5,334) of the males involved in teen pregnancies in California were between 13 and 17 years of age; a little over 20 percent (12,401) were aged 18-19, and slightly more than 53 percent, (32,571) were 20 years or older. A recent study indicated that post school-aged adult males, averaging 22 years of age, account for four-fifths of the births among 17-18 year-old girls, three-fifths among 15-16 year-olds, and close to half among 11-14 year-olds.

Research shows that teen pregnancy may lead to negative personal, social, educational, health and economic repercussions for both parents and their children. Slightly over half of the babies born to teenage women in California are fathered by adult men, yet large numbers of these men have minimal or no involvement in the prevention or consequences (parenting and support) of these pregnancies.

Studies show that many unwed fathers knowingly engage in sexual intercourse without considering the possibility of pregnancy and are consequently not prepared for fatherhood. This is an issue of concern given the increasing numbers of out-of-wedlock births to teens. Studies indicate that 84 percent of fathers of children born to teen girls live apart from their children.

Like teen mothers, teen fathers are at risk of lower educational achievement. In the United States, adolescent fathers finish an average of 11.3 years of school by the age of 27, compared with nearly 13 years by their counterparts who delay fathering until age 21. Thus, teen fathers are more likely to finish one semester less of high school than men who waited to become fathers until age 21, this semester often impacted whether they graduated or dropped out of high school. This same study showed that by age 27, men who became fathers as teenagers are more likely to earn an average of \$4,732 less than men who delayed fathering until age 20 or 21. The impact of teen parenting also has negative consequences for their children. For example, children whose fathers are not involved in their lives are at greater risk of poor educational performance, teen pregnancy, drug and alcohol abuse, mental illness, suicide, and criminal activity.

Many male teens undergo an indoctrination that the only "real" sexual activity is intercourse, and that it is natural to desire having intercourse with any woman they find attractive, regardless of whether or not they are interested in her as a person. While boys generally have no problem getting information about the "mechanics" of sex, what they often lack is information about the emotional context of sex, and expectations of responsibility surrounding the consequences of sex. Many young men mature and navigate their sexual development with very few positive role models to influence a healthy balanced transition into manhood. Among youth, research indicates that peers play a principal role in modeling values, which also frequently come from peers and are generated or reinforced by popular media. In many situations, young men do not receive constructive messages from fathers and/or older men and they lack positive role models.

Issues affecting male involvement in teen pregnancy are deeply rooted in cultural and societal norms and traditions. Our greatest opportunities for changing the attitudes and behaviors that lead to teen pregnancy are to get as close to the problem as possible, and help to bring these problems and issues to the forefront. OFP believes this can be done best in small groups and at the community level.

The problem of teen pregnancy and the male's involvement in primary prevention is a complex issue demanding an integrated and comprehensive approach. Programs designed to change attitudes, behaviors, and social norms about teen pregnancy and absentee fatherhood are essential. Programs are faced with the challenge of reaching diverse male populations. Various approaches are needed in order to engage males in the MIP Initiative. Therefore, the approaches to serving adolescent boys and/or young men should fall within the following eight (8) strategies that are addressed in this RFA. 1) Prevention Education Services; 2) Community Mobilization; 3) Youth Leadership Development; 4) Institutionalization of Male Involvement Programs; 5) Guidance and Referral; 6) Youth/Adult Partnerships; 7) Community Awareness of Male Involvement; and 8) Linkages with Clinical Services.

III. PROGRAM INFORMATION

A. ELIGIBILITY REQUIREMENTS AND GEOGRAPHIC AREAS OF FOCUS

Applicant agencies must demonstrate the need for services within the area being targeted as described in the proposal. Priority will be given to "hot spot" areas as defined in the supplement to this RFA (Reference Materials on "Births to Teen and Unwed Mothers in California"). These census tracts have been defined as having "high needs" based on an index composed of teen birth rates (15-19 years old). However, please note that applicants may provide additional information and data to justify services outside of the "hot spot" areas (e.g., the need to deliver programs targeting American Indians since no reductions in birth rates have been noted or with other ethnic populations in geographic areas).

All California public or incorporated not-for-profit educational, health or social service agencies which are located, or provide services in, one of the designated census tracts and which have experience in providing services to at-risk adolescent boys and young adult men are eligible to apply. OFP will give special consideration to applicant agencies with an established track record of serving at-risk adolescent boys and young men located in one or more "hot spot" census tracts identified in the Application Appendix, "Reference Materials on Births to Teenaged and Unwed Mothers In California".

B. IMPORTANT DATES

All applications must be received by OFP no later than **Wednesday, April 7, 1999 at 5:00 p.m.** It is the responsibility of the applicant to assure that the application is received by the specified deadline. Applications that arrive after that time will not be accepted and will be returned unopened. The OFP is located at: California Department of Health Services, 714 P Street, Room 440, Sacramento, CA 95814.

For Regular Mail:

Attn: MIP RFA
Anna Ramirez, Interim Chief
Office of Family Planning
P.O. Box 942732
Sacramento, CA 94234-7320

For Hand Delivery/Overnight Mail:

Attn: MIP RFA
Anna Ramirez, Interim Chief
Office of Family Planning
714 P Street, Room 440
Sacramento, CA 95814

March 3, 1999	Applicants' conference in Los Angeles
March 4, 1999	Applicants' conference in Sacramento
March 4, 1999	Final date for written questions (5:00 p.m.)
March 8, 1999	Deadline at OFP for receipt of "Letter of Intent to Apply" form
April 7, 1999	Deadline at OFP for receipt of application 5:00 p.m.
April 29, 1999	Expected announcement of contract awards
May 13, 1999	Appeal Deadline
July 1, 1999	Project start-up (contract effective date)
Summer/Fall 1999	Required training sessions for new projects

C. APPLICANTS' CONFERENCES

Two applicants' conferences will be conducted on Wednesday, March 3, 1999 in Los Angeles and on Thursday, March 4, 1999 in Sacramento. The addresses are listed below:

Location and times for Applicant's Conferences:

March 3, 1999: **Los Angeles, California**
Ronald Reagan Building
300 South Spring Street, Auditorium
Los Angeles, CA 90013
1:30 - 3:30 p.m.

March 4, 1999: **Sacramento, California**
Department of Health Services
714 P Street, Auditorium
Sacramento, CA 95814
1:30 - 3:30 p.m.

If special accommodations are needed by applicants attending the applicant's conference, please contact Candy Gilmore at (916) 654-0357 no later than Tuesday, February 23, 1999.

All costs incurred by applicants attending the applicant's conference are the applicant's responsibility.

The purpose of the applicant conferences is to clarify the contents of this RFA. They are not intended to provide technical assistance to applicants on how to prepare their applications, nor to add information to this RFA. The purpose is to answer previously submitted questions, and clarify ambiguities.

D. QUESTIONS REGARDING THIS RFA

If, upon reviewing this RFA, a potential applicant has any questions or discovers any problems, including any ambiguity, conflict, discrepancy, omission, or any other error in this RFA, the applicant shall immediately notify OFP in writing and request clarification or modification of the document. All such communications shall identify the author, agency name and address, specific question or discrepancy, RFA section and page number or other applicable information.

Written inquiries must be received no later than Thursday, March 4, 1999 at 5:00 p.m.
All inquiries are to be addressed as follows:

For Regular Mail:

Questions: MIP RFA
Anna Ramirez, Interim Chief
Office of Family Planning
P.O. Box 942732
Sacramento, CA 94234-7320

For Hand Delivery/Overnight Mail:

Questions: MIP RFA
Anna Ramirez, Interim Chief
Office of Family Planning
714 P Street, Room 440
Sacramento, CA 95814

Questions may also be sent by FAX to (916) 657-1608; questions must be received by the date and time indicated above. Please call (916) 654-0357 to confirm receipt of FAX.

After Thursday, March 4, 1999, the question and answer period will be closed and OFP staff will provide no further technical assistance concerning this RFA. Questions will not be answered by telephone.

All persons requesting copies of this RFA will be sent a summary of the written questions received and their respective responses for any questions that require changes to the RFA. Any questions received prior to the applicant's conference will be answered to the persons attending the applicants' conference.

Specific inquiries determined by OFP to be unique to a firm or entity will be responded in writing to the requestor only.

If a prospective applicant fails to notify OFP on or prior to the date established for the applicant's conference of any problems known to the applicant about this RFA, or any such problem that reasonably should have been known to the applicant, the applicant shall submit an application at its own risk.

Agencies are to thoroughly examine this document and become fully aware of the scope of work required. Prospective applicants are reminded that applications are to be developed solely on the material contained in this document and any written addendum issued by OFP.

E. MANDATORY LETTER OF INTENT TO APPLY

Applicants intending to submit a proposal are required to submit a Letter of Intent to Apply Form by **Monday, March 8, 1999 at 5:00 p.m.** A copy of the Letter of Intent to Apply can be found in Attachment 1. Please complete all sections of this form, including the applicant's name, address, telephone, FAX numbers and brief description of the applicant's project. The Letter of Intent to Apply Form must be signed by an official authorized to bind the agency.

Letters of Intent must be submitted as follows:

For Regular mail:

Attn: MIP RFA
Anna Ramirez, Interim Chief
Office of Family Planning
P.O. Box 942732
Sacramento, CA 94234-7320

For Hand Delivery/Overnight Mail:

Attn: MIP RFA
Anna Ramirez, Interim Chief
Office of Family Planning
714 P Street, Room 440
Sacramento, CA 95814

Letters of Intent that are not received by 5:00 p.m. Monday; March 8, 1999 will not be accepted. Notices of Interest transmitted by FAX will be accepted but must be received by the date and time indicated above. The FAX number is (916) 657-1608. It is the applicants' responsibility to verify receipt of FAX.

The Notice of Interest is not binding if an applicant elects not to submit an application.

F. AVAILABILITY OF FUNDING

Approximately \$2.5 million per year for three fiscal years, beginning FY 1999-2000 through FY 2001-02, is expected to be available for the MIP. This funding is subject to annual appropriation of funds by the Budget Act. Applications should be based on a 36-month project period, although the scope of work and budget may be renegotiated annually. The number of projects funded through this RFA depends on the availability of funds and the technical quality of applications. Award size will vary depending on the scope of the project funded. It is expected that individual awards will range in size from \$ 75,000 to a maximum

of \$100,000 for each fiscal year 1999/00, 2000/01, 2001/02. Funding in one fiscal year cannot be carried over or utilized for expenditure in another fiscal year.

G. FUNDING SCOPE AND TIME PERIOD

Funding will be for a maximum of a 36-month contract period, from July 1, 1999 through June 30, 2002. The amount awarded may be less than that requested in the application. The cost of developing the application is the responsibility of the applicant and shall not be chargeable to the State of California or included in any cost elements of the application.

H. PROGRAM FUNDING

These funds shall be used for activities with the primary goal of decreasing teen and unintended pregnancy through programs for teen and young men. OFP will consider funding youth stipends and incentives only if they are necessary to the proposed project, justified in the application, and specifically approved by OFP. Funds may not be used for clinical testing and clinical counseling services or for paid TV and/or radio or print advertising.

OFP encourages optimal use of existing community resources, donations and other contributions from private businesses and other sources to cover expenses for items (e.g., refreshments) not covered by these funds. The purchase of equipment is strongly discouraged. (Please see Part II Budget Detail regarding information on computers).

Funds requested for MIP activities, including salaries, personnel and operating expenses will be provided in the line item budgets. Agencies may subcontract for specialized tasks directly related to the proposed strategies. However, any subcontractors need prior approval from the OFP and a separate line-item budget and justification are required for each subcontract. It is important to note that the prime contractor is responsible for the performance and deliverables of the subcontractor(s).

I. PROSPECTIVE PAYMENT

The Office of Family Planning is authorized to approve prospective payments to contract awardees. A prospective payment allows an agency to receive up to 25 percent of its allocation for the first fiscal period of the contract after the award has been made and prior to full execution of the contract. Information regarding the prospective payment process will be transmitted to successful applicants.

J. CONDITIONS FOR APPLICATION

All agencies seeking funding through this RFA must agree to the following conditions:

1. The applicant must agree that projects will be guided by continuous input from the target population(s) served, including males; parents and youth; the community at large; and other health and human service providers.
2. The applicant must be in accordance with the OFP philosophy of voluntary participation, and must provide services in a manner that demonstrates respect for the beliefs, privacy and dignity of the individual.
3. The applicant must agree that programs for minors shall be provided in a manner that respects the parents' role as the primary sex educators in the family.

4. The applicant must agree that minors are to receive unbiased and confidential support for their decisions regarding sexual abstinence, contraception, sexually transmitted infections (STI's), interpersonal relationships, and parent-child communications.
5. All MIP Projects must be delivered in a manner that is culturally relevant and sensitive to the target population. Additionally, applicants who intend to serve individuals whose primary language is not English must provide educational materials and programs in a culturally and linguistically appropriate manner.
6. The project staff shall be appropriate for cultural and linguistic characteristics of the target populations(s) served.
7. The applicant must be aware of, and comply with, applicable legislation, policies and protocols affecting delivery of family life health education services in the selected service delivery sites including schools.
8. The California Constitution (Article XVI, Section 5) prohibits the use of state grant funds to aid any religious sect, church or sectarian purpose. This includes direct grants and subcontracts; however, any non-profit corporations organized for non-sectarian requirements. All program interventions, activities, and educational materials (e.g., curriculum, handouts, audio-visuals, etc.) may not include sectarian beliefs and/or information related to the doctrine of any religious group or organization.
9. Applicants must maintain a referral network with other health and social service agencies and refer clients with high-risk characteristics to these agencies, (e.g., drug and alcohol abuse, sexual abuse, domestic violence, etc.).
10. The applicant must be prepared to begin the proposed project on July 1, 1999.
11. Letters of participation/support must be submitted documenting the applicant's ability to provide services to the target population(s) at agencies specified in the application. They must also demonstrate how the supporting agency will specifically support the applicant should they be funded. General, non-specific letters of support are not encouraged. Applicants should be advised that after awards are announced, that School Agreement Forms will be required from all schools where proposed program activity support by these OFP funds will be delivered.
12. Invoice payments are made in arrears. **Organizations awarded contracts should plan to have sufficient operating funds available to implement the project until the first reimbursement is received (approximately 20-40 business days after the first invoice is submitted, with a fully executed and approved contract.)** Please note once an official notification of the award has been made, an agency may request a prospective payment.
13. Applicants must maintain records and accounts, including property, personnel, and financial records, in a format and with content that ensures a proper accounting for all family planning funds received under the contract with OFP. These records must be available for examination during regular business hours, and must be retained for four years after the expiration date of the contract.
14. Each applicant funded shall arrange for an annual independent financial audit of the MIP project. The audit shall be done in accordance with department directives and with generally accepted accounting principles for nonprofit corporations and governmental entities. No funds will be provided by OFP for the independent audit.

15. All MIP projects will be required to participate in process, formative, and outcome evaluations, and to coordinate with the statewide evaluation contractor.
16. All MIP projects will be required to submit timely, periodic progress reports in a manner, form and date specified by the OFP.
17. CHILD SUPPORT COMPLIANCE ACT: "For any contract in excess of \$100,000, the contractor acknowledges that:
 - a. the contractor recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with section 5200) of Part 5 of Division 9 of the Family Code; and
 - b. the contractor, to the best of its knowledge, is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.
18. Contractors should be aware that the State owns the copyright on all information and educational materials (print, audio visual, and electronic) developed and produced with OFP Program funds. All materials developed in part or full with OFP Program funds must be reviewed and approved by OFP prior to these materials being finalized, produced, and used.
19. The Bidder and/or contractor represents and warrants fault-free performance in processing of date and date related data (including, but not limited to, calculating, comparing, and sequencing) by all hardware, software, and firmware products delivered and used under this contract, individually and in combination, upon installation. Fault-free includes the manipulation of this data with dates prior to, through and beyond January 1, 2000, and shall be transparent to the user.
20. All projects selected for funding should have access to e-mail.
21. For additional provisions, see Exhibit A (s) in Attachment 2.

K. CONTRACT AWARD PROCESS

Successful applicants will be notified by mail. It is expected that the notice of award will be mailed Thursday, April 29, 1999. The State reserves the right to negotiate the budget and scope of work and not to award a contract if changes cannot be mutually agreed upon. If a successful applicant fails to finalize the contract, the State reserves the right to withdraw the intent to award funds.

L. APPEALS PROCESS

An applicant denied funding may appeal the Department's decision. Letters appealing the final application selection must be received no later than 5:00 p.m. May 13, 1999 and must follow the steps of the appeal process as identified in the following table:

STEP	RESPONSIBLE PARTY	ACTION	COMMENTS
Step 1	Appellant	Identify the grounds for the appeal.	There is no appeal for untimely or incomplete applications or for the amount of the award.
Step 2	Appellant	Submit a written appeal.	A full and complete written appeal must be submitted. Clearly identify the issues in dispute, the legal authority, the basis for the protest and remedy sought.
Step 3	Appellant	Submit the appeal in a timely fashion.	Appeals must be received no later than ten (10) working days following the date of the denial notice (May 13, 1999).
Step 4	Appellant	Direct the appeal to the appropriate person.	Appeals must be directed to: Anna Ramirez, Interim Chief, OFP, Dept. of Health Services, 714 P Street, Room 440, Sacramento, CA 95814.
Step 5	Deputy Director, Primary Care and Family Health	Review and render decision.	The Deputy Director (D.D.) or representative may hold an oral hearing and render a decision based on the contents of the written appeal letter and the hearing. The decision of this individual is final. There is no further administrative appeal.
Step 6	OFP Branch staff	Send notification of the decision.	Appellants will be notified in writing of the decision regarding their appeal within fifteen (15) working days after the hearing date.

IV. Program Goals and Objectives

A. GOAL

The goal of the Male Involvement Program is to reduce teen pregnancy through community engagement and youth leadership, and to motivate adolescent boys and young men to take responsibility in preventing early-unintended fatherhood.

B. OBJECTIVES

1. To increase community and individual awareness regarding the importance of the roles and responsibilities of adolescent boys and young adult men in the prevention and reduction of teen pregnancies, and to reinforce community norms values that support these roles and responsibilities.
2. To increase the knowledge, skills, and motivation of at-risk adolescent boys and young men to actively promote their role in reducing teen pregnancies and early unintended fatherhood.
3. To strengthen the abilities of young men to assume leadership roles in their communities and to promote male involvement and responsibility in pregnancy prevention.
4. To mainstream and institutionalize male involvement programs, services and messages within organizations and communities that serve males.
5. To strengthen the abilities of adolescent boys and young men in examining their roles and responsibilities in family planning.

V. Elements of Male Involvement

This RFA is designed to encourage community action, assessment of community assets and strengths and allow for community decision making. From the list provided below, each agency should identify the type of strategy/intervention that best meets local need, and will most efficiently decrease teen pregnancy and increase male involvement. OFP seeks innovative and effective programs that are responsive to local community needs and build on existing efforts to reach males at risk of early unintended fatherhood. Local agency staff must be able to plan and implement programs and services that assist adolescent boys and young men in understanding the consequences and implications of their sexual behavior. Programs should also empower families to support their young men in taking responsibility for preventing teen pregnancies.

Successful projects will focus on ways young men can contribute to the reduction of teen pregnancy in their community, delay fatherhood and avoid subsequent teen pregnancies. They will also help assess community and cultural attitudes and create positive norms regarding male roles and responsibilities in teen pregnancy prevention. These norms include, but are not limited, to the fact that young men need family planning and health prevention services. It is important and powerful to reach young men with prevention messages; and young men play a major role in preventing teen pregnancies.

While it may be difficult to secure input from at risk male youth, those projects that include the target population in phases of program design and implementation are most successful. Thus, priority will be given to applications that integrate male youth into the planning and implementation processes.

Applicants should demonstrate or develop leadership in their communities in the area of male involvement in teen pregnancy prevention through the promotion of community networking and service coordination.

Applicants are encouraged to establish community partnerships and to collaborate with other agencies and organizations, in order to offer a full range of services including information, education, guidance and support, and referral activities. This RFA will only consider projects that employ the use of a combination of the following strategies:

1. *Prevention Education Services
2. *Community Mobilization
3. *Youth Leadership Development
4. *Institutionalization of Male Involvement Programs
5. Guidance and Referral
6. Youth/Adult Partnerships
7. Community Awareness of Male Involvement
8. Linkages with Clinical Services

** Required program strategies*

Proposals submitted **must address**, at a minimum, **(strategies one through four)** listed above. However, applicants are encouraged to include other strategies that are appropriate for their local communities and program design. The degree and level of emphasis per strategy may vary depending on the needs of the community and the availability of services offered by the applicant. Subcontracts with the collaborating agencies may be utilized to create a comprehensive range of services and strategies. Each of these strategies will be described in more detail in the following Section VI of this RFA. Funds may be requested to develop new programs, or to modify and/or expand existing programs within an agency that address the goals and objectives of the MIP.

VI. DESCRIPTION OF PROGRAM STRATEGIES AND COMPONENTS

A. PREVENTION EDUCATION SERVICES

1. Purpose

The education component of the MIP is to provide educational programs to adolescent boys and young adult men designed to increase participant knowledge and awareness around their social, psychological, and physical roles and their responsibilities in pregnancy prevention, planning their families and responsible fatherhood. Further, the educational intervention is intended to promote informed decision making and positive behaviors related to reproductive health and family planning.

The educational interventions may be formal or informal, depending on the situational context in which they are delivered. Educational interventions may range from providing a structured curriculum in a classroom type setting for multiple sessions to integrating information and skills development activities into an existing education or activity program on a shorter term basis. However, the interventions must have a consistent set of messages and activities directed at increasing the knowledge and motivation of the male participants in making appropriate choices on how to avoid unintended and teen pregnancies, early fatherhood, and to plan their families, and accept responsibility for fatherhood if a birth should occur.

2. Objectives

Using planned, consistent, age appropriate messages and/or activities, each educational program for adolescent boys and young adult men must address the following objectives:

- ◆ Increase awareness and knowledge regarding the roles and responsibilities young men contribute related to teen pregnancy prevention.
- ◆ Increase awareness, knowledge, and skills of young males for effective sexual behavior decision making.
- ◆ Increase the use of effective contraception methods or abstinence and referral to services for pregnancy prevention and planning of their family.
- ◆ Increase the strength of agencies and their clients' capabilities to positively approach obstacles that interfere with effective teen pregnancy prevention.
- ◆ Increase the use of effective methods males can use to prevent unintended pregnancy and sexually transmitted infections.
- ◆ Highlight the importance of male responsibility, fatherhood, and family.

3. Key Components

A wide variety of activities will be considered for the development and institutionalization of educational interventions to achieve the above objectives. Priority will be given to applicants who propose sound strategies for reaching high-risk adolescent boys and young men, and maximize existing programs that serve the target population. Settings might include school, after school programs, youth centers, job centers, juvenile and adult detention facilities, housing projects, migrant labor camps, organized sports activities, and social service centers.

Research indicates programs that focus only on increasing the participants knowledge generally do not achieve the desired behavioral change. Rather, effective programs should include a variety of approaches and strategies, such as: reinforcing positive values and appropriate messages that are meaningful to the target group, providing accurate information, using participatory techniques to involve young men in the learning process (e.g., small group exercises, peer led education programs, role playing), increasing motivation to act in positive ways, increasing the confidence and competence levels of participants so that they feel empowered to take action developing relevant skills, and modeling appropriate behaviors.

All educational intervention programs funded through this RFA process must:

- a. Target a specific population and audience.
- b. Design and implement clear and measurable objectives.
- c. Focus specifically on the objectives of the Male Involvement Program.
- d. Provide accurate, useful and health promoting information based on demonstrated evidence that is culturally and developmentally appropriate for the target audience.
- e. Encourage the prevention of teen pregnancy and early unintended fatherhood.
- f. Be comprehensive, integrated and holistic.
- g. Address issues youth are facing in dealing with pregnancy prevention in the applicant's community.

4. Use of Curriculum

The following items should be considered when selecting or adapting an educational curriculum for the MIP. Applicants not planning to use a standardized curriculum should explain how the above criteria (items a-g) would be addressed.

- Programs should use published or existing curricula for youth that have been demonstrated to reduce sexual risk taking behaviors, including pregnancy prevention, STI's, HIV/AIDS, etc.
- Programs should use published or existing curricula that are culturally appropriate for their target audience, or make adjustments/modifications to this end.
- Modification of curricula and educational interventions may be considered for funding if their basis, intent, and design include most of the following components or characteristics demonstrating the program's effectiveness in influencing positive sexual behaviors and are approved by OFP.

Applicants using unevaluated curricula are required to develop programs that include the following criteria and provide rationale for selection and use. In this instance, approval of program design by OFP is required. The curriculum to be used must:

- ◆ Be successful in impacting sexual behavior including delay of sexual involvement for younger teens or contraceptive use for older youth.
- ◆ Contain goals and objectives, with clear and measurable outcomes.
- ◆ Be comprehensive and include activities on: self-esteem, decision making, interpersonal relations, peer and media resources and/or assertive skills development (violence prevention, negotiation/refusal skills, statutory rape).
- ◆ Include activities on communication skills including communication with parents, with partners about sex, and peer-to-peer communication not focusing on partners.
- ◆ Provide discussion on dating relationships/marriage, roles and expectations for males and females, fatherhood, paternity and child support.

- ◆ Address consequences of teenage pregnancy on the child, parents, grandparents and the community.
- ◆ Include information about HIV/AIDS/STI prevention and discuss choices of contraceptive methods including physiology, anatomy and sexual development.
- ◆ Include referrals to community resources, Family PACT and family planning providers for appropriate social services and health care.
- ◆ Be appropriate for the age, culture, literacy level, ethnicity, social development, and risk level of the target population.
- ◆ Include Steps and Rites of Passage programs. (Optional)

B. COMMUNITY MOBILIZATION

1. Purpose

The purpose of this strategy is to increase the awareness about the program and build broad-based coalitions between individuals and organizations committed to teen pregnancy prevention. The goal is for the broader community to recognize that male involvement in family planning and pregnancy prevention is not only desired, but vitally important for the reduction of teen pregnancy in general. Pregnancy prevention policies and programs should be developed with significant input from those whose lives they will directly affected.

This RFA views and defines community in the broadest possible terms that can be defined by the applicant. This includes members residing within the area targeted for services, specific geographic areas, ethnic populations or community groups. Community leaders, community residents, key organizations, and teens themselves should be included in important discussions and debates about teen pregnancy. Prevention efforts will be most effective if they involve diverse players, including adolescents, parents and other family members, service providers, religious organizations, the media, business, and policy makers.

The involvement of community representatives must be broad and inclusive with participation from teen and young men, parents, family members, community-based organizations, clergy, teachers, health and human service providers and others. An example of these partnerships would be substantive Memorandum of Understanding (MOU's) (See Attachment 3 for an example) to integrate services and/or community task forces regarding male involvement in teenage pregnancy prevention.

2. Objective

The objective of this component is to develop community ownership of the Male Involvement Program in which the funded agency will play a central leadership role. This is achieved through the coordinated efforts led by successful applicants.

3. Key Components

Through this strategy, links with volunteer work programs, community based organization or individual and groups who may not necessarily have pregnancy reduction as a primary objective should be established with the long-term goal to increase their influence and activities within this initiative.

Other key components of Community Mobilization may include activities to:

- Raise the priority of male involvement in pregnancy prevention in a community.
- Improve the ability of key stakeholders, to help adolescents delay early-unintended fatherhood.
- Elicit the involvement of non-traditional stakeholders, such as business, the media, and faith organizations in male involvement program issues.
- Maximize community resources and coordinate complementary strategies, such as sexuality education, contraceptive access, and youth development programs.
- Institute favorable policies that support the ability of adolescents to make safe and healthy transitions to adulthood.
- Strengthen social norms and values supporting pregnancy-free adolescence for all teens.

C. YOUTH LEADERSHIP DEVELOPMENT

1. Purpose

Youth leadership development programs encourage participants to engage in a range of constructive activities, thereby helping young men postpone or abstain from sexual activity. Youth leadership development strategies should foster a sense of achievement, self-worth, and potential life options in young people and instill them with the motivation to use contraception and delay childbearing.

The purpose of this strategy is to engage young men in all phases of the project, thereby improving their knowledge and skills and ensuring the success of the program. Young men who participate in program planning share pertinent insights, ensure that services are made relevant and accurate to other young men, and learn that their ideas are valued by adults and the community at large. Further, when adults actively support youth, they often respond with ideas and strategies that are unique and relevant to the overall prevention methods.

Applicants should look to adolescent and young adult males in defining appropriate messages and outreach and prevention strategies throughout their program development.

2. Objective

The objective of this component are two-fold: 1) Young men will be the architects of their own programs and develop leadership skills in the process, and, 2) Through their participation they will contribute to the success and sensitivity of the program while at the same time empower youth towards leadership.

3. Key Concepts

Programs including youth leadership development should take into consideration certain principles. Teens need individualized care to respond to a variety of services, which include youth development, realistic sexuality education and access to contraception, if they are already sexually active. Each intervention should match the need, abilities and culture of the participants. Providing preventive information and

services is important. The programs should be tailored to meet the cultural, racial/ethnic, and language background of the youth.

All projects incorporating the youth leadership strategies should consider the following key concepts:

- ◆ Involve families to reinforce leadership development.
- ◆ Reinforce academics skills and opportunities.
- ◆ Strengthen or link with school-to-work programs.
- ◆ Involve young men in community activities.
- ◆ Provide economic opportunities.
- ◆ Train and develop young men as advocates to promote prevention services and MIP objectives.

D. INSTITUTIONALIZATION OF MALE INVOLVEMENT PROGRAMS

1. Purpose

The purpose of this strategy is to guide programs to view male involvement in a wider context than the prevention of early-unintended fatherhood and teen pregnancy. The history of MIP services has demonstrated that successful male involvement programs have received substantial support from their host or lead agency. These programs have met their objectives with greater ease and offered more comprehensive services to their community. These male involvement programs have demonstrated that the quality of the male involvement services improves greatly where institutional buy-in has occurred.

Organizations that have successfully integrated male-friendly services have achieved greater community awareness around the benefits of male involvement. These organizations offer more comprehensive services by augmenting existing services and expanding their presence within their own agency. Proposals should detail the agency's historical and present philosophy regarding male involvement services. The proposal should also describe organizational plans for integration of the program and/or services into the overall structure of the funded agency, and how it will distinguish the male specific program services from other programs not funded by this RFA.

2. Objective

The objective of this component is to integrate the MIP within the mission and organizational operations of the agency.

Through the successful institutionalization of the Male Involvement Program philosophy within the organization, it is generally believed that other prevention programs and broader sensitivity to MIP issues and causes will be achieved.

3. Key Components

Programs that are desired are those that will take into consideration certain concepts. An underlying philosophy and priority which advocates the male role in teen pregnancy prevention should be evident. The applicant should determine what program and policy changes are needed and what allocation of resources is required for institutionalization. The applicant must announce to the community its mission for male involvement.

All programs incorporating the institutionalization strategy should:

- ◆ Understand the philosophy of MIP goals and purpose.
- ◆ Assure buy-in of MIP occurs within the organizational structure, i.e., Board of Directors, staff, organization structure and setting. (An example would be the Teenage Pregnancy and Prevention Program which had served young women and decided to extend services to young men as well).
- ◆ Seek other funding sources and opportunities to broaden the influences and activities of MIP.

E. GUIDANCE AND REFERRAL

1. Purpose

The purpose of this strategy is to promote effective communication, problem solving and decision making and to provide positive reinforcement of behaviors. This strategy is to ensure that consideration is given to services that adolescent and young adult males may need that are not covered in this RFA. Staff of the MIP who recognize that participants are in need of guidance and/or referral to overcome personal issues, such as, depression and substance abuse should seek out appropriate agencies to refer the participants. **Program funds are not to be used for formal counseling services within the MIP.** As a result, referrals to other service providers for mental, social or medical services can be linked to the applicant's program through collaborative efforts. The intent of this RFA is not to pay for formal counseling services; however, staff from funded programs should provide support to participants about issues youth raise and provide them with support and guidance to appropriate agencies as needed and appropriate.

2. Objective

The objective of this component is to direct programs to develop a referral system connecting participants to other providers that offer needed services to adolescent and young adult males. This will enhance success in the prevention of early-unintended fatherhood and teen pregnancy. Each program should develop a process to identify barriers and problems the participants face and create linkages to agencies offering services beyond those of MIP.

3. Key Components

Desired guidance and referral programs include those that will be most effective in reaching at-risk adolescent and young adult men and connecting them with appropriate services in their community. Guidance provides participants with advocacy, assistance in problem solving and support for referrals to outside services if necessary. The applicant should have sufficient knowledge and understanding of

the philosophy and services of the agencies to which referrals are being made. Intake policies of the receiving agencies should insure the acceptance of and minimize barriers for these young men. Examples of policies might include: confidentiality, non-discrimination based on sex and race, and low cost fees.

All applicants using this strategy should:

- Be clear about how many people will be served.
- Determine ways to identify needs of clients and promote problem solving and decision making.
- Provide positive reinforcement for socially appropriate behaviors and healthy sexual choices.
- Create linkages with referral agencies and make appropriate referrals and follow-up.
- Develop a follow-up process to assure participants are connecting with the referral agency.
- Identify potential trends in the needs for youth and work on the development of solutions to these identified problems and gaps.

F. Youth/Adult Partnerships

1. Purpose

Youth/Adult Partnerships offer assistance through volunteers to help young people clarify their life goals, complete school, and plan for careers. These partnerships offer emotional support, helping teens cope with family and relationship problems, and other issues, which affect the ability of young men to protect themselves from undesired consequences.

The purpose of this strategy is to encourage the involvement of role models as a tool to expose adolescent and young adult males to members of their community who support the positive personal development of program participants. The use of role models in the delivery of educational services and related activities can be used to highlight individuals who can share how they successfully navigated through life's experiences and created positive opportunities for themselves and their families.

Both role modeling and mentoring are seen as effective strategies for the prevention of early unintended fatherhood and building other positive life skills. Although the two approaches can be used for similar purposes, they are implemented in a different manner. Role modeling can be used to enhance existing educational programs and activities by introducing guest speakers or co-facilitators. Mentoring, on the other hand, usually takes place outside of organized activities and in a one-to-one setting which often requires more intensive screening and training to ensure that positive messages and examples are being transferred to program participants.

Program funds should not be used to establish formal mentor programs but rather to provide leadership through youth/adult partnerships. Agencies whose primary purpose is mentoring may apply for funds under this RFA as long as the funds result in the implementation of the required MIP strategies.

For the purposes of this RFA, a distinction is made between role modeling and mentoring. Programs that elect to implement a mentoring component, which emphasizes one-to-one partnerships with youth outside of program activities and functions, should contact the California Mentor Initiative at 1-800-444-3066 or <http://www.ADP.CAWWNET.GOV> for more information.

2. Objective

The objective of this component is to encourage the establishment of youth/adult partnerships in the implementation of prevention activities directed at reducing early-unintended fatherhood and teen pregnancy.

3. Key Components

Programs using this strategy should incorporate the following elements to strengthen or create youth/adult partnerships:

- Help young men develop more mature social and group processing skills and abilities in communication and conflict resolution.
- Assist youth to interact with peers in the initiation of constructive activities.
- Arrange for youth to meet and get to know inspiring and accessible role models.
- Promote the ability and motivation of youth to work collaboratively with others for the larger good.
- Validate the contributions of each individual large or small.

G. COMMUNITY AWARENESS OF MALE INVOLVEMENT

1. Purpose

The purpose of this strategy is to increase community awareness and promote positive norms and values regarding the importance of male involvement and prevention activities. The purpose is to also increase community awareness about the importance of males in preventing early-unintended fatherhood and subsequent teen pregnancies and to reinforce supportive community norms and values that would support these goals.

A strong community awareness effort should be designed in relation to the applicants' program activities offered in the community and should reflect the community's cultural and linguistic composition. Building community awareness will have a larger impact if program components and strategies are in place prior to launching the community awareness effort.

The process for developing awareness campaign messages should include the target audience. The messages should reflect the target audience's knowledge, beliefs, and attitudes about their own risk and what they can do to prevent teen pregnancy.

2. Objectives

The aim of this strategy is to bring messages to the community and to develop and maintain appropriate channels and venues for message dissemination and sharing. These messages targeted to the community, including parents, adolescent boys and

young men, and to local decision-makers need to stress the positive role adolescent boys and young men can play in decreasing teen pregnancy. The community awareness effort has two target audiences: 1) adolescent boys and young adult men, and 2) the general community, including family members, local residents and community leaders, that support these adolescent boys and young men.

3. Key Components

The following is a non-inclusive list of possible interventions to be utilized when raising community awareness:

- ◆ Inform the community about teen pregnancy and its effects on young parents and the community.
- ◆ Involve the community in creating public awareness of the social implications of teen pregnancy and promote this theme during Teen Pregnancy Prevention Month, Talk To Parents Month, etc.
- ◆ Promote access to preventive and clinical services, by engaging adolescent boys and young men and identifying providers.
- ◆ Enhance the social acceptance of male involvement in teen pregnancy prevention and planning their families.
- ◆ Motivate males to actively prevent teen pregnancies and in planning their families.
- ◆ Foster alternatives to individual efforts within a community and among non-traditional service providers by designing activities that promote linkages and coordinated prevention services.

OFP will fund information efforts created by local projects that relate directly to the goal of the MIP, which is to reduce teen pregnancies and early unintended fatherhood by actively engaging adolescent boys and young adult men to take responsibility for planning and supporting their families. All information efforts awarded through this RFA process must:

- Outline specific, measurable objectives and activities and define how the objectives will be reached and activities measured.
- Include community assessment activities in its program-planning phase. This assessment provides a demographic and social profile of the community, assesses available community resources, and identifies groups and barriers in those services and opportunities.
- Identify the number of participants that will be reached through the information efforts.
- Ensure that program activities are carried out in communities located as “hot spot” areas or where need is determined through other assessments.

- Demonstrate community support for any activities where the agency is dependent on external cooperation or assistance for successful implementation of program activities.
- Be culturally relevant to the communities served.

H. LINKAGES WITH CLINICAL SERVICES

1. Purpose

The purpose of this component is to encourage the establishment of procedures or agreements that will link programs and their participants to clinical services not funded through this RFA, when deemed necessary. Staff who recognize that males are in need of referral should seek out appropriate agencies to refer the participants. As described in Strategy E, "Guidance and Referral" MIP programs may describe the procedures and protocols that will be followed when referrals are made to reproductive health care providers. The Office of Family Planning through Family PACT as well as Medi-Cal and other programs provide limited clinical services for males. Therefore, an opportunity exists in some instances for linkages and referrals to be arranged between MIP projects and funded clinical services. For information on Family P.A.C.T. providers in your area call 1-800-942-1054.

2. Objective

The objective of this component is to formalize linkages between organizations and clinics that can offer low cost or no-cost medical reproductive services to adolescent and young adult males that support the goals and objectives of this RFA.

3. Key Components

Programs including linkages with clinical services should consider clinics which are easily accessible by public transportation and have convenient hours for the participants. The clinic staff should be receptive to at-risk males and establish their trust. A broad range of clinical services should be offered for both males and their partners.

Intake policies of the receiving agencies should insure the acceptance of and minimize barriers for these young men. Examples of policies might include confidentiality, non-discrimination based on sex and race, and low cost fees.

The following is a list of items that can or should be covered when linking with clinics:

- ◆ Identify family planning providers within the target geographic areas.
- ◆ Provide information and literature on providers in your area.
- ◆ Create ways to motivate MIP participants and their partners to seek clinical services.
- ◆ Conduct community assessment of where family planning providers exist and how to make linkages for referrals.
- ◆ Develop a follow up tracking system to assure males are connecting with the referral agency.
- ◆ Identify the trends and develop solutions to major problems.

VII. Evaluation Requirements

All contractors are required to participate in an independent statewide evaluation of the MIP. The evaluation is intended to provide both the State and MIP contractors with information on the breadth and scope of the program, to identify strategies that have been successful in reaching adolescent males and young adult men, and to reveal areas for modification and future program development. As California continues to strive toward a reduction in adolescent birth rates, MIP participants and staff are in a unique position to offer important insights into what will and will not work in efforts to involve men in adolescent pregnancy prevention.

The evaluation team and OFP will work closely with the individual contractors to collect both quantitative and qualitative information from program participants and staff members. The evaluation team is also available to assist projects in developing agency-specific evaluation tools and in using evaluation findings to refine strategies and build further support for the MIP in their local communities.

Additionally, local contractors are required to submit standardized quarterly reports to OFP to document the number and types of program strategies and educational activities, the numbers of people reached, and the number of males participating in the program, each quarter. Projects are required to have staff available to participate in evaluation activities, including data collection, evaluation site visits, preparation of quarterly reports and communication with the statewide evaluation contractor (and attendance at periodic training's). Adequate staff time and funding should be designated in the budget for these evaluation activities.

In addition to participation in the statewide evaluation, programs are encouraged to construct local evaluation processes that would provide additional information directed at measuring participant satisfaction, achievement of program goals and other relevant information in evaluating the project's accomplishments. (For examples of statewide evaluation forms, see Attachment 4.)

VIII. Training and Technical Assistance

The Office of Family Planning will support and enhance locally funded programs by providing training and technical assistance (TA), educational workshops, resource material development and distribution, roundtable meetings, conferences, and other OFP sponsored activities.

It is anticipated that some funded agencies may have limited experience with pregnancy prevention issues and contraception methods. To meet these needs, OFP will offer a variety of training's, TA consultations, and technical support over the life of the contract and as available funding permits. The purpose of this assistance will be to increase the ability of the MIP projects to deliver effective pregnancy prevention information and education programs to adolescent boys and young adult men. Types of training activities and support, which are likely to be offered by OFP, include examples from the following:

- a. Effective family planning health education interventions, curricula, and strategies aimed at adolescent and young adult males. Participants will learn the subject matter of reproductive health and characteristics of effective educational programs.
- b. Strategies to introduce family life education into community setting(s), including selecting age, cultural, and developmentally appropriate curricula or modules, strategies to involve and inform parents, gaining community acceptance, etc.

- c. Cultural diversity and communication.
- d. On-site or telephone consultation for one-on-one problem solving.
- e. Strategies of organizing the community around male involvement issues, including effective ways to collaborate and to use the media and public relations campaigns to support program objectives.
- f. Understanding relationships and developing strategies to promote healthy relationships with others.

In addition to specific topic related training sessions, OFP will sponsor regional roundtable meetings for all MIP contractors to share successful program ideas and network with other MIP projects. The goal of these roundtables will be to improve the participation and support of all staff involved in the Male Involvement Program effort, provide updates, share evaluation findings, and program resources and fine tune ideas for replication with other programs.

IX. Training and Roundtable Meeting Requirements

Contractors must meet certain staff training and development requirements as a condition of their participation in the MIP. These requirements include the participation of designated staff and community representatives (i.e., young adult or adolescent male participants) in one MIP orientation training in the Summer/Fall of 1999 and at least two of six required training's offered by the OFP through the training contract and at the quarterly roundtables each year. Previous experience suggests that the success of any service program is highly dependent on the participation and support, i.e., "buy in", of all services staff.

Contractors will be required to orient all staff (full, part-time and volunteer) who are directly involved with MIP participants, to the philosophy, goals and objectives, and basic requirements of the program.

- OFP will hold a one-day orientation meeting for all OFP MIP contractors for the purpose of orienting staff to the objectives and program and its administrative requirements of the program.
- The OFP will also hold training's on a quarterly basis for staff and community representatives who provide services through the OFP MIP. OFP holds a three day Leadership Conference and at least two other statewide training sessions.

MIP contractors must attend all MIP roundtable meetings as a condition of their funding.

X. Application Review and Selection Process

A. APPLICATION SUBMISSION INSTRUCTIONS

One clearly labeled original and four (4) copies of the application must be assembled together, sealed and placed in one package. Applications can be mailed or hand delivered to the Office of OFP but regardless of postmark date, **must be received by 5:00 p.m., April 7, 1999.**

The Proposal package must be labeled and submitted under sealed cover as follows:

Hand Delivery/Overnight Mail

ATTN: RFA MIP
Department of Health Services
Office of Family Planning
714 P Street, Room 440
Sacramento, CA 95814

For Regular Mail

ATTN: RFA MIP
Department of Health Services
Office of Family Planning
P.O. Box 942732
Sacramento, CA 94234-7320

Proposers are cautioned that the departmental processing time of U.S. mail can add up to 48 hours to the delivery time of mail within the Department. Proposals, regardless of postmark, received after the proposal submission deadline will be returned unopened. Mail carrier's documentation is **NOT** considered proof of receipt. The Department staff, if requested, shall give an "Application Receipt" to the carrier or person making the delivery. This document shall constitute the only proof of timely submission to DHS.

The cost of developing the application in response to the MIP RFA is entirely the responsibility of the applicant and shall not be chargeable to the state.

B. APPLICATION REVIEW AND SELECTION

Each application received by **Wednesday, April 7, 1999, no later than 5:00 p.m.**, will be screened for completeness and compliance with the requirements outlined in PART ONE of this RFA. Applications that do not comply with requirements will be considered non-responsive and excluded from the review. The following circumstances will result in rejection of the application prior to review and screening: An application which is late, incomplete or non-compliant; an application which did not include a required document or form; an application which failed to use required formats for response; and an application which failed to respond to any requirement.

C. COMPLIANCE REVIEW

1. Application Rejection

The Department may reject any or all applications received.

2. Proposal Evaluation

Each application determined eligible will be reviewed against various criteria. The review will be conducted by teams assembled by the Department. Reviewers will score on a 100-point scale.

3. Performance Review

As part of the selection process, the Department may review an applicant's performance under current or prior grants, contracts, or cooperative agreements with the Department. This may include, but is not limited to, a review of financial and programmatic audits.

The Department reserves the right to reject an application based on an applicant's failure to comply with contracted requirements in prior grants, contracts or cooperative agreements with the Department.

4. Funding Consideration

The Department reserves the right to fund or not to fund any proposal. An application failing to receive a minimum score of 70 points may be eliminated from further consideration or it may be funded, if the application meets one or more of the following criteria:

- The application demonstrates significant need.
- There are no existing services in the community selected to be served by the applicant.
- The award supports equitable geographic distribution of funds.
- The application will be a viable project with the provision of technical assistance by the Department.

Please refer to Technical Evaluation for further information regarding scoring of applications.

5. Final Selection

Final selection for funding will be based on the geographic distribution of projects. An equitable and balanced geographic distribution of funds will be achieved. Applications receiving a passing score but not funded during calendar year 1999, will be held for further funding consideration during FY 1999-2000 if an increase appropriation is realized.

6. Contract Award Process

An applicant selected as a potential candidate for funding will be notified by mail during the week of April 29, 1999. Contract negotiations will be scheduled between May and June 1999. The Department reserves the right to negotiate the Budget and Scope of Work.

A final "Notice of Intent to Award" the contract including the final recommended funding level, will be mailed to successful applicants upon completion of contract negotiations. If a successful applicant fails to finalize the contract or if the requested changes cannot be mutually agreed upon, the Department reserves the right to withdraw the Intent to Award.

I. APPLICATION PROCESS

A. INSTRUCTIONS FOR COMPLETING APPLICATION

The application for the Male Involvement Program (MIP) must be completed according to the instructions below to ensure that all required elements of the application are addressed and readily identifiable to application reviewers. Applicants are advised that the submitted application is the only document provided to reviewers on which technical evaluation

scores will be made. Reviewers are not expected to have additional insight into the needs or capabilities of any applicant.

All required forms are included in the Attachments and should be copied, completed, signed, and returned with your application. An application checklist has been provided to assist you (see Attachment 12). Questions requiring a narrative response must also be completed according to instructions. Each section **MUST** be addressed separately and clearly identified. Failure to follow these instructions may result in disqualification of the application prior to technical evaluation.

Applicants are encouraged to be clear and succinct in writing the narrative and, where required, the scope of work (SOW). The quality of the application, not its volume, determines its competitiveness.

b. contents of application

1. Cover Sheet (Attachment 5)

Complete the cover sheet provided in the application packet and have it signed by an official with the authority to commit the applicant agency to enter into a contract with OFP. The cover sheet should be the first page of your application package.

2. Project Profile (Attachment 6)

3. Table of Contents (to be developed by applicant)

4. Applicant Capability (not more than three (3) pages for narrative, excluding organization chart, job descriptions, board member roster, and information on collaborating agencies).

This section should describe the ability of the agency to access and provide services to adolescent boys and young men in the “hot spot” areas in the community in terms of strategies covered under this RFA.

- a. Explain who and what the agency is and when established. How long has the agency addressed issues pertinent to prevention of pregnancy and male responsibility?
- b. Describe the agency’s experience and philosophy in implementing programs and services for at-risk males. Describe the services currently provided and how they serve young men and the community. If applicable, describe existing programs within your organization and how they would enhance your proposed project.
- c. Describe the agency’s existing target population. Include the racial/ethnic composition, cultural and educational factors, and the health and socio-economic status.
- d. Describe the agency’s experience as it relates to the strategies you are proposing in your application.
- e. Describe the agency’s mechanisms to identify and refer program participants to community resources not offered in-house. Provide a written list of referral resources and indication of support.

- f. The organizational chart must include an expanded detail of where the proposed male involvement project fits.
- g. Provide job descriptions of all key staff positions and is reflective in the proposed budget. Funded applicants will be required to hire staff with appropriate levels of skills and experience to accomplish the objectives of the proposed SOW. Project staff should reflect the racial/ethnic composition of the target group.
- h. If the applicant agency currently or previously received MIP funding briefly describe project. Indicate the success in achieving objectives and activities.
- i. List of Board Members or organizational affiliations.

5. DESCRIPTION OF PROGRAM STRATEGIES (NOT MORE THAN 15 PAGES).

THIS SECTION OF THE APPLICATION SHOULD BE SPECIFIC TO THE PROVISION OF THE PROGRAM STRATEGIES PROPOSED IN THE APPLICATION. THE DISCUSSION SHOULD CLEARLY DISTINGUISH HOW THESE STRATEGIES WILL BE USED. DETAIL SHOULD BE PROVIDED ON PROGRAM ACTIVITIES THAT WILL BE USED TO SUPPORT THE STRATEGIES. WHERE THE SAME INFORMATION IS APPLICABLE FOR THE VARIOUS STRATEGIES, IT IS ACCEPTABLE TO CROSS REFERENCE THE INFORMATION. THIS SECTION SHOULD GIVE THE REVIEWER A CLEAR SENSE OF WHAT THE PROJECT WILL DO.

a. Needs Statement and Identification of Target Group(s) (not to exceed three (3) pages).

- i. Describe the community you are proposing to serve, using local and regional information wherever available. Both statistical and anecdotal information are acceptable.
- ii. What are the characteristics of the community (i.e., rural, urban, industrial, agricultural, population size) that will be served? What are the socio-economic characteristics of the community residents, including teen birth rates, income, education, public assistance, employment, race/ethnic composition, cultural influences, primary languages, and other information relevant to teen pregnancy prevention?
- iii. Are any of the “hot spots” identified in the Appendix “Reference Material on Births to Teenage and Unwed Mothers in California” targeted? If not, what are the characteristics of the community that warrants implementation of the prevention education program. Where is the applicant agency located in relation to the communities to be served?

- iv. What obstacles and opportunities do you anticipate in the community for the implementation of the proposed prevention education services? What will be done to overcome these obstacles? What will be done to take advantage of the opportunities? What do you anticipate will be the long-term benefits of the proposed project?
- v. Describe the specific group(s) of adolescent boys and young adult's males your program is proposing to provide services. For each of the two groups – adolescent boys and young adult men – describe them by age, number, location (i.e., neighborhood, school group, community based program, etc.) ethnic background, values, traditions, primary language, education level, and other unique characteristics. Indicate the reasons for selecting the target population and their risk factors such as school performance, family history, substance abuse, peer pressure, and lack of information on prevention techniques.
- vi. For Youth Leadership Development, describe the criteria to be used in the recruitment and selection of candidates and the manner in which you plan to engage youth and exercise and develop their leadership skills. For Guidance and Referral describe the indicators used in identification of males in need of services; if applicable.
- vii. Describe how these target group(s), their families, and or community will specifically benefit from the proposed services, and how the services will support positive community values regarding male involvement in the prevention of unwanted/unplanned teen pregnancies.

b. Program Plan (not to exceed ten (10) pages).

This section should fully describe the program strategies. This section also serves to provide the rationale for the accompanying Scope of Work (SOW).

Describe the purpose of the proposed program strategies in terms of the need for the program in the community. Summarize the overall purpose of each of the program strategies (Prevention Education Services, Community Mobilization, Youth Leadership Development, Institutionalization, Guidance and Referral, Youth/Adult Partnerships, Community Awareness and Linkages with Clinical Services) in terms of a goal statement specific to your community.

- i. State the specific measurable objectives.
- ii. Describe your plans for assessing the participants and community's needs.
- iii. Describe the key components and major activities of the proposed program and provide a justification for their selection in terms of feasibility and cultural and age appropriateness.
- iv. Describe the mechanism used to identify key participants in need of these services, with specific attention to adolescent boys and young men.
- v. Describe how the program will be responsive to the needs and risk factors of the participants being served, including referral options.

- vi. For Prevention Education identify by name or describe the curriculum and topics covered, number and length of sessions, settings (e.g., classroom and small groups).
- vii. For Youth Leadership Development, the plan to recruit, select, train, involve and maintain youth leaders.
- viii. For Youth/Adult Partnerships, describe, if applicable, the plan for screening and training for role models/youth/adult partners/mentors and how the partnerships will be maintained.
- ix. In addressing linkages with Clinical Services describe the types of services available through these other entities and how they will be tracked and followed.
- x. Describe the level of community support and how the community will participate in the development and implementation of the project.

c. Evaluation Plan (not to exceed two (2) pages)

- i. Describe the evaluation plan and identify key activities and products (e.g., pre/post tests, satisfaction survey, project evaluation and community awareness activities, and newspaper articles, etc.).
- ii. Describe participation in the statewide evaluation effort. Describe efforts to qualify program activities, evaluate participant involvement and evaluation of performance
- iii. Describes each evaluation tool, method of collection and staff responsible for collecting the information

d. Scope of Work

Copy and use the set of “Scope of Work” (Attachment 7) forms provided in this RFA to detail the activities, timelines and evaluation methodologies of your program plan described in section b, above. (See Attachment 7a for a sample) A set of Scope of Work forms will need to be completed for each fiscal year for which you are requesting funding. The SOW serves as the guide by which activities and expected outcome of the project are detained.

- i. Goal. After “Goal Number”, number all project goals in sequence. In the space titled “Specify”, write the goal. This should be a statement that describes in broad terms what the targeted group will know, do or achieve by the end of the project.
- ii. Objectives. In the left-hand column of the form, write the objective(s) that will be achieved to reach each stated goal. There may be several objectives for each goal. Objectives must be measurable, identify the targeted group, the number to be reached, the intervention, expected outcome, the time frame and when the information will be completed.

The following is an example of an objective:

“By June 30, 2000, at least 300 at-risk males (ages 15 - 20) in alternative schools will complete 24, 5-part series utilizing XYZ curriculum. At least 70 percent will increase their knowledge and demonstrate their skills in pregnancy prevention.”

- iii. Implementation Activities. Describe in this column the major tasks that will be carried out to accomplish the objectives. While the project goals and objectives may be the same from year to year, activities may be limited to just one fiscal year or portion of a year. List activities in chronological order, and identify the job title of the agency staff who are responsible for implementing each activity. (Abbreviations may be used for job titles after writing them out initially.) Include where the activities will be conducted.
- iv. Timeline. Provide specific and appropriate timelines for each activity.
- v. Evaluation. In addition to completing the standardized participants activity forms, each project must include process, formative and/or outcome evaluation measures. State how each objective will be measured to determine if it has been successfully met. The evaluation plan is to measure the accomplishment of objectives, not just to monitor the completion of activities. Evaluation methodology should also address how the applicant will periodically (no less than annually) reassess the program design and make modifications as needed.

6. Community Support

Letters of participation/support should document the applicant's ability to provide services to target population(s) at agencies specified in the application. Letters should indicate the interest, cooperation, and specific support others in the community are prepared to offer in the implementation of the proposed project. Letters representing selected target groups, agencies/organizations serving young males, family planning providers, and other key agencies must be included in the application. Letters should clearly describe how the organization will support the applicants' project including facilitating access to the target population under a specific strategy. Letters sent directly to the Office of Family Planning will not be considered for review. **General letters of support that are not specific to the application are not encouraged.**

Letters of participation/support are required from proposed subcontractors must specify responsibilities and how the subcontractor will deliver services. These letters must indicate the nature and extent of participation and proposed arrangement of services.

7. Budget Request

Budget Detail

Applicants for Male Involvement Program funding must complete a budget request for each fiscal year of the project for which they seek funding. The budget detail should be designed to demonstrate the cost-effective use of staff and operating expenses and relate to the work plan in the Scope of Work. All dollar amounts and percentage figures should be rounded off to the nearest whole numbers. OFP reserves the right to negotiate all project budgets based on funding availability. (See Attachment 8 for sample Budget Detail.)

Applicants should develop a line item budget request for all budget category items that are needed to support this project. There are two major categories contained in the Budget Detail: a) Personnel and b) Operating Expenses and Equipment (OE&E). In addition, applicants must provide a budget justification for all proposed budget line items.

1. Personnel

- a. List personnel by job classification rather than by name of person.
 - Indicate the monthly salary range for full-time equivalents (FTEs).
 - Indicate percentage of time the position will be utilized in this project, e.g., 20 hours of a 40-hour week = .50 FTE. If biweekly pay periods cause the monthly salary to vary, indicate the variance in a footnote.
 - Indicate the amount requested per position, based upon the monthly salary rate and the percentage of time on the project.
- b. Indicate both the percentage employee benefits are of personnel costs and the total amount of benefits. (Include regular compensation paid to employees for vacation, sick and military leave, and jury duty. Include employer contributions for payroll taxes, health and unemployment insurance, worker's compensation and pension plan.)
- c. Subtotal all personnel costs.

2. Operating Expenses and Equipment (OE&E)

This section covers all other costs associated with completion of the project other than personnel costs. It covers categories such as office support, rent, purchase of education materials, subcontractors, consultant fees, travel, printing, and indirect costs. See the attached sample "Budget Detail". (Attachment 8).

- a. Office support includes items such as telephone, E-mail, utilities, postage, general office supplies, duplicating, maintenance, bookkeeping, and purchasing of publications.
- b. Staff development costs are for registration to attend workshops and conferences.
- c. Space rental must specify a breakdown of cost per square foot, number of square feet, and the number of months utilized.
- d. Consultants cannot be paid over \$350 per day without prior written authorization from the OFP.
- e. List each subcontractor under Subcontractors and include copies of their budget detail and description of staff.

- f. All travel and per diem will be reimbursed in accordance with the rates and guidelines established by the State Department of Personnel Administration, which include:
- g. Travel must be matched to the geographic boundaries and needs of the project.
- h. The least expensive mode of transportation must be used.
- i. Provision should be made in the budget request for allowing key staff to attend at least two workshops per project year in Sacramento, the OFP Leadership Conference and three (3) Regional Roundtables.

(See Attachment 9 for State Allowed Travel Reimbursement Information.)

- j. Computer and Health Education equipment will be considered for funding under this project. A detailed justification will need to be provided indicating why new computer equipment will be needed for this project. Equipment is an item with a unit value in excess of \$500 and a life expectancy of at least four years. **Funds cannot be used for the purchase of food or beverages.**
- k. If the budget includes a line item for indirect expenses, indicate what percentage of total personnel costs it represents, including benefits. The indirect expense may not exceed 15 percent of total personnel costs. **A specific explanation of this line item must be provided. Show how the amount was determined and how it supports this particular project. A standard formula is not acceptable.**
- l. Subtotal all OE&E costs.

3. TOTAL COSTS = Personnel + Operating Expense and Equipment (OE&E)

B. Budget Justification

Provide a brief explanation of each of the proposed budget line items. For the personnel section, indicate major responsibilities for each budgeted position. For OE&E, provide an explanation for each line item and specify the need for computer equipment. For the personnel section, indicate major responsibilities for each budgeted position.

Please note that if your application is funded, the budget information submitted with this application will be aggregated into the following five line items and incorporated into the contract as Exhibit C after fiscal negotiations are completed.

- a. PERSONNEL, including, but not limited to, salary, wages, and fringe benefits.
- b. OPERATING EXPENSES, including, but not limited to, rent, depreciation, use allowance, supplies, utilities, consultants, travel and per diem, educational materials and other operating costs.
- c. OTHER COSTS, including, but not limited to, subcontracts, or unique program costs as determined by the program.

- d. CAPITAL EXPENDITURES. Not allowed under this Contract.
- e. INDIRECT COST. Indicate a fixed indirect cost amount.

8. Anticipated Funds by Source

Identify the agency's other sources of funding that support Health Education Services. Include fund sources such as the Federal Department of Health and Human Services; State Departments of Education, Health Services or Social Services; private foundation monies; or individual donations or gifts. Complete and submit the Anticipated Funds by Source Form (Attachment 9) as part of the application.

9. Non-Profit Status (Documentation Provided by Applicant)

Non-profit agencies must submit verification of their 501c(3) status as well as a copy of their most recent IRS Form 990. All other agencies must indicate why verification is not applicable.

10. Payee Data Record (PDR) (Attachment 11)

Complete the "PDR" as part of the application. An authorized vendor representative must sign the form on behalf of the agency.

11. Checklist of Completion of Application

All pages and attachments of the application must be assembled in the order shown on the checklist provided (Attachment 12). Check off each item submitted. Use the "Comments" section to explain any exceptions to the standard application format.

C. SUBMISSION REQUIREMENTS

1. All applications received by the Office of Family Planning (OFP) are subject to the provisions of the "Public Record Act" (Government Code Section 6250 et seq.).
2. All applicants must submit to OFP the "Letter of Intent to Apply" form (Attachment 1) by March 8, 1999. A FAX copy of the form received no later than 5:00 p.m. March 8, is acceptable.

Applications received from agencies that did not submit the "Letter of Intent to Apply" form by the March 8, 1999 deadline will not be accepted and will be returned unopened.

3. Applications must:
 - a. Complete all required sections of the application and follow the format outlined below. All attachments, including Letters of Participation and Letters of Understanding from those who will participate in your project, must be included in the application package and not submitted separately to OFP.

- b. Have all pages of the application stapled together in the upper left-hand corner. Do not use a 3-ring or other binder. The first page of the applications must be "Cover Sheet" Attachment 5.
- c. Be single-spaced, space-and-a-half, or double-spaced single-sided copies, in print dark enough to be legible, and with at least a 12-point font size.
- d. Have one original and four (4) copies mailed or delivered to the address below. FAX copies will NOT be accepted.

Office of Family Planning
MALE INVOLVEMENT PROGRAM
 Department of Health Services
 P.O. Box 942732
 714 P Street, Room 440
 Sacramento, CA 94234-7320

- e. **Applications shall be received by OFP no later than 5:00 p.m. on Wednesday, April 7, 1999.** Incomplete or late applications, or applications without an original signature will be considered non-responsive and will not be reviewed for funding,

D. REVIEW AND SELECTION PROCESS

a. Intake Review

All applications will be date and time stamped upon receipt by OFP. Each application received by **Wednesday, April 7, 1999, no later than 5:00 p.m.**, will be screened for completeness and compliance with the requirements outlined in PART ONE of this RFA. Applications that do not comply with requirements will be considered non-responsive and excluded from the review. Omission of any required document or form, failure to use required formats for response, or failure to respond to any requirement will lead to rejection of the proposal prior to the technical evaluation.

b. Technical Evaluation

Each application determined eligible during the intake and compliance review will be evaluated against the technical evaluation criteria listed below. The evaluation will be conducted by panels of independent reviewers assembled by OFP. Reviewers will score on a 100-point scale, and their scores will be averaged. Applicants failing to receive a minimum average score of 70 points may be eliminated from further consideration. Consideration will be given to selecting a diversity of projects which lead to a geographic balance within the State will be given to projects that test the interventions described in Part One his RFA and may be replicated in other settings in the State. The technical evaluation criteria for the application includes:

- 1. Applicant Capability (20 points)
- 2. Description of Program Strategies, Statement of Need Plan and Scope of Work
- 3. Community Support (10 Points)

a. Statement of Need and Identification of Target Group (10 points)

- b. Program Plan (25 Points)
- c. Evaluation Plan (10 points)
- d. Scope of Work (15 points)

4. Community Support (10 points)

5. Budget Request (10 points)

c. Compliance Review

The Department reserves the right to reject a request for application response based on an entity's or organization's failure to comply with contracted requirements in prior contracts or cooperative agreements with the Department.

d. Contract Award Process

Applicants who are identified through the review process, as potential candidates for funding will be notified by mail during the week of April 29, 1999. Contract negotiations will be scheduled during the two- (2) weeks following that date. The State reserves the right to negotiate the budget and scope of work and not award a contract if changes cannot be mutually agreed upon. A final notice of intent to award the contract, including the recommended funding level, will be mailed to successful applicants upon completion of contract negotiations. If a successful applicant fails to finalize the contract, the State reserves the right to withdraw funding.